



## SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites you to apply for

# Web Administrator

Exam #05/16F03/11JJ

\$4,628—\$6,016/MONTHLY  
Plus generous benefits

OPEN UNTIL FILLED **Priority Screening: Thursday, January 12, 2006 by 5:00 p.m.** Materials received after this date will be reviewed on an as needed basis.

The Superior Court of California, County of Monterey hears criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. The Court has divisions in Salinas, Monterey, Marina and King City.

### THE POSITION

Under the general direction of the Director of Information Technology, performs web site development, maintenance, and system administration. This position is responsible for the design, development, testing, implementation, and maintenance of our Internet, Intranet and Extranet sites.

### SIGNIFICANT DUTIES

The following are examples of the significant duties performed by this position; this is not an exhaustive list of the duties to be performed:

- Designs, develops, tests, implements, and maintains Internet, Intranet and Extranet sites
- Develops web site requirements in collaboration with internal and external customers
- Monitors Web performance and resolves all Web Server operation outages and Application access failures
- Administers daily Internet, Intranet and Extranet operations and performance, adjusts and upgrades, software, applications and storage to maintain performance requirements
- Maintains website contents, performs Adds, Edits, and Deletes on Internet and Intranet sites as directed by internal content owners
- Works independently on large-scale and/or complex web projects, as well as other large and/or complex Court projects
- Remains current with the changes and developments in the web development field; Evaluates their application to Court activities and recommends implementation
- Develops and documents internal IT policies and procedures related to Internet and Intranet access, usage and security
- Performs project and priority work as assigned

### MINIMUM QUALIFICATIONS

**License:** Valid California class C driver license or transportation approved by the appointing authority.

**Certifications:** Macromedia Certified Professional, Microsoft Certified Professional + Site Building.

**Education:** Bachelor's degree in Computer Science, MIS, Business Information Systems, Business Administration or related fields required.

**Experience:** Minimum three (3) years of progressively responsible and related experience in web design, development, implementation and maintenance in mid-large environment.

Any combination of experience, education, and/or training which substantially provides the following knowledge, skills and abilities:

#### Thorough knowledge of:

- Microsoft Frontpage
- Adobe Acrobat, Photoshop CS
- Pearl, Visual Basic or C++ desired
- Principles, practices, and techniques of technical problem resolution for Internet and Intranet services.
- Macromedia Dreamweaver, Flash
- HTML, JavaScript scripting languages, ASP.net
- Microsoft Windows 2000/2003, MS SQL, MS IIS

#### Skill and Ability to:

- Perform project management including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership
- Be flexible and adaptable to continually changing demands or situations
- Prepare clear, concise and accurate program documentation, and user procedures
- Establish and maintain effective working relationships
- Effectively work independently and in a team environment
- Communicate effectively
- Develop Internet and Intranet strategies
- Use standard office and computer equipment.
- Provide excellent customer service

## **BACKGROUND INVESTIGATION**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying. Work History: False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

## **CONDITIONS OF EMPLOYMENT**

- Incumbent must possess a valid current California class C license or provide suitable transportation to alternate worksites.
- May be required to respond nights and weekends to emergency incidents.
- Must be willing to travel, as needed, to all Court locations.

## **REQUIRED MATERIALS**

Required materials are a cover letter, resume and copy of certifications. For information, visit the Court's website at: [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov) OR call (831) 775-5400, ext.3007. Please submit required materials to:

Superior Court of California, County of Monterey  
Attn: Human Resources Office  
240 Church St., Room 318  
Salinas, CA 93901

Priority screening date is Thursday, January 12, 2006, by 5:00 P.M. Materials received by this date will receive priority screening; materials received after this date will be reviewed on an as needed basis.

## **SELECTION PROCESS**

- Materials will be competitively evaluated.
- Applicants who best meet the qualifications of the position will be invited to a written examination.
- Applicants successful in the written examination will be invited to an oral examination.
- Applicants successful in the oral examination may be invited to a final selection interview.
- The process is tentative; should a change be made applicants will be notified.

## **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required to perform the duties of this classification include:

- Ability to lift and carry items weighing up to fifty (50) pounds; stoop, reach overhead, bend, crawl, climb stairs and climb ladders to access equipment; work in confined spaces; may have to move furniture in order to access wiring and/or equipment.
- Finger and manual dexterity to operate a computer keyboard and work with small wiring and cables; personal mobility to work in various office locations.
- Exposure to electrical current.

## **SUMMARY OF BENEFITS (J Unit)**

**Retirement:** Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

**Holidays:** 13 days per year

**Vacation:** Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 & 25 years of service.

**Sick Leave:** Provides salary continuation for absence due to illness and is earned at the rate of 3.08 hours per pay period.

**Educational Leave:** One eight (8) hour day per calendar year.

**Medical, Dental & Vision Care:** Flexible Spending Account: available benefits – medical/dental/vision, prescription drugs and dependent coverage.

**Life Insurance:** \$10,000 life insurance policy.

**Educational Assistance:** Up to \$750.00 per year.

**Deferred Compensation:** A deferred compensation program is available.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

## **SPECIAL NOTES**

- If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400, ext.3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.